

UCR Help - Editing an Arrest Under 18 ASR Form

Completion of this form is required if you selected "Activity" for the Arrest Under 18 ASR form when creating the corresponding Return – A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, this form is not required and will be so indicated in the table at the bottom of the Return – A Form.

The following steps should be followed to edit an Arrest Under 18 ASR form:

1. At the UCR Welcome Screen, click **"Enter UCR"**. Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

	Form	Agency ORI	Agency Name	Completion	Approval	
X	11/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
				SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault		
X	10/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
				Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle		
✓	09/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Locate and double click on the Arrest Under 18 Report that requires modification.

	Form	Agency ORI	Agency Name	Completion	Approval
10/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
Under18 created 11/28/2001 07:41:32 AM by John Doyle					
SHR created 11/28/2001 08:24:57 AM by John Doyle					
09/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

- Click the **“Edit”** button, located in the upper left corner of the Under 18 Arrest Form.

- Make the necessary changes to the information on the form.
 - Enter your statistics into the applicable fields of the Under 18 Arrest Form. *Note: You can use either the tab key or mouse to navigate through the form.*

POLICE DISPOSITION OF JUVENILES-NOT TO INCLUDE NEGLECT OR TRAFFIC CASES
(Follow your State age definition for juveniles)

TOTAL	<input type="text" value="6"/>
1. Handled within Department and released.	<input type="text" value="3"/>
2. Referred to juvenile court or probation department.	<input type="text" value="1"/>
3. Referred to Welfare agency.	<input type="text" value="0"/>
4. Referred to other police agency.	<input type="text" value="0"/>
5. Referred to criminal or adult court.	<input type="text" value="1"/>

- If new offenses need to be added, select each offense type that requires data to be entered and click the **“Show Offenses Table”** button. If only existing offenses require modification, scroll down past the offense selection table and continue with the next step.

Select the offenses which require data input:

<input type="checkbox"/> Murder & Nonnegligent Manslaughter	<input checked="" type="checkbox"/> Stolen Property	<input type="checkbox"/> Bookmaking
<input type="checkbox"/> Manslaughter by Negligence	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Numbers & Lottery
<input checked="" type="checkbox"/> Forcible Rape	<input type="checkbox"/> Weapons - Carrying Possessing etc.	<input type="checkbox"/> All Other Gambling
<input type="checkbox"/> Robbery	<input type="checkbox"/> Prostitution & Commercialized Vice	<input type="checkbox"/> Offenses Against Family & Children
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Sex Offenses	<input type="checkbox"/> Driving Under the Influence
<input type="checkbox"/> Burglary - Breaking or Entering	<input type="checkbox"/> Sale/Mfg Opium or Cocaine	<input type="checkbox"/> Boating Under the Influence
<input type="checkbox"/> Larceny - Theft	<input type="checkbox"/> Sale/Mfg Marijuana	<input type="checkbox"/> Liquor Laws
<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Sale/Mfg Synthetic Narcotics	<input type="checkbox"/> Drunkenness
<input type="checkbox"/> Other Assaults	<input type="checkbox"/> Sale/Mfg Other	<input type="checkbox"/> Disorderly Conduct
<input type="checkbox"/> Arson	<input type="checkbox"/> Possession Opium or Cocaine	<input type="checkbox"/> Vagrancy
<input type="checkbox"/> Forgery & Counterfeiting	<input type="checkbox"/> Possession Marijuana	<input type="checkbox"/> All Other Offenses
<input type="checkbox"/> Fraud	<input type="checkbox"/> Possession Synthetic Narcotics	<input type="checkbox"/> Suspicion
<input type="checkbox"/> Embezzlement	<input type="checkbox"/> Possession Other	<input checked="" type="checkbox"/> Curfew & Loitering Law Violations
		<input type="checkbox"/> Run-Aways

Show Offenses Table

- Enter or modify your statistics in the applicable fields of the form. The user should ensure the total for age group equals the total for race for each offense that is entered.

CLASSIFICATION OF OFFENSES	SEX	AGE						Total Under 18	RACE			
		Under 10	10-12	13-14	15	16	17		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Forcible Rape	Male	0	0	0	0	0	1	1	1	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0

- When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT

SUBMIT
& REVIEW

- After completing all modifications, click the **“Submit”** or **“Submit & Review”** button to submit the form. The **“Submit”** button returns you to the UCR Homepage. The **“Submit & Review”** button returns you to the Arrests Under 18 Form, allowing you to view the changes. Either button will allow you to save the form.
- You will be prompted with the message *“Are you sure you want to save this form into the UCR database?”* Click **“OK”** to complete the submission or **“Cancel”** to return to the Under 18 Arrest Form and make additional modifications.
- If you chose the **“Submit”** button and the form was submitted without error, the message *“Your Document has been saved!”* will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating the form was not successfully saved, note the reason given and click the **“Click here to return to your Arrest Under 18 Form”** link. Make the necessary changes to your form and resubmit.

If you chose **“Submit & Review”** and the form was submitted without error, you will be returned to the Arrest Under 18 form where you can review submitted modifications and make any further changes that may be necessary.